**Quick Student Reference**

|  |
| --- |
| IT Support/Help Desk: (513) 636-4100 |
| Use Google Chrome or Mozilla Firefox web browsers. Flash Player must be on the computer you are using in order to complete the Epic Modules. |

|  |
| --- |
| Network Username & Password |
| Your username will be given to you by your clinical instructor. If you are a current CCHMC employee, you will be assigned a student username (current username + RN).  Your password is Chmcxxxx (Case specific. The xxxx represent the last 4 digits of your SSN). You may change your password after initial logon. |

|  |
| --- |
| Required Student Education |
| Complete training in ELM—do NOT print completion certificates, your clinical instructor will verify. |
| 2020 Integrity and Compliance:   1. Log in to CCHMC Extranet > CenterLink > Home > My Hub (sign in) > My Learning 2. The modulemay be pre-loaded for you; if so click on the education title. If not, search for it by the title 3. Click on Launch buttons until the training begins |
| EPIC module:   1. Log in to CCHMC Extranet > CenterLink > Home > My Hub (sign in) > My Learning 2. Under *Search for Learning* enter “Epic student” 3. At the bottom of the list, find “Epic: Nursing and RT Student Online Course” 4. Select Launch > Launch 5. Complete the Module (Flash Player must be on the computer in order to view) 6. The Final Assessment Quiz is included at the end of the module. You must get a 90% to pass. If you get a passing grade and it doesn’t say “completed,” do not complete it again. It can be checked/verified during clinical. |

|  |
| --- |
|  |
| CCHMC Extranet: <https://extranet.cchmc.org>  CCHMC Email: <https://Outlook.office.com>  Multi-Factor Authentication: <https://mfa.cchmc.org> |

|  |
| --- |
| Additional Tips |
| To set up your Epic challenge questions/answers:  *\* This is REQUIRED for students who are CCHMC employees. You will be required to answer a question when signing off meds in the MAR instead of using the tap in/tap out badge system)*   1. Log in to Epic using your network ID and password 2. Click the “Epic” drop down menu in the upper left corner of your home screen 3. My Settings > Change Challenge Answers 4. Set up 15 questions with answers, and then click “Accept” |
| After completing the online course, you will be able to access Epic in approximately three (3) business days. |